

U.S. Department of the Treasury
Financial Management Service (FMS)

TGAnet



Report Navigation Guide
Financial Institutions

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1. Introduction

1.1 *Why are TGAnet Reports being changed?*

Effective February 6, 2010, all TGAnet reports will use an Enterprise Reporting Solution, Web Focus. Inherent to the product changes, the “look and feel” will be slightly different, but the contents of the reports will not change.

The new reports provide users with the same ability to track and manage TGAnet activity. However, due to the inherent differences between the current and new reporting software, the report interfaces and features may appear and behave slightly different.

This change does not impact the content of reports or data in the system, but there are some changes to how users navigate the system. This document, the *TGANet Report Navigation Guide*, summarizes these changes and provides helpful navigation tips to familiarize users with the new look and feel of the TGAnet reports.

1.2 *What is new with TGAnet Reports?*

While the content of the reports will not change, the look and feel will be slightly different, as will the way users navigate through and download reports. Figure 1 provides a brief summary of the changes:

Figure 1: Report Modification Change Summary

Impact Area	Current Report	Report Effective February 6, 2010
Selecting Report Output Format	<ul style="list-style-type: none"> All reports are viewed in HTML first, and then users select the report format only if there is a need to download or save the report 	<ul style="list-style-type: none"> Users are prompted to select the report format (e.g. HTML, PDF, MS Excel, or MS PPT) when other report criteria is entered and the report is viewed in the selected format If no report format is selected, the report opens in HTML MS Word is no longer an option for report format
Navigation Bar	<ul style="list-style-type: none"> The Navigation Bar is located at the top of the screen 	<ul style="list-style-type: none"> The Navigation Bar will be located at the bottom of the screen The buttons on the Navigation Bar have changed
Internet Explorer Settings	<ul style="list-style-type: none"> Adjustment to browser settings needed 	<ul style="list-style-type: none"> Internet Explorer 7 browser settings may need to be adjusted if users receive a security notification whenever files are downloaded from TGAnet

Impact Area	Current Report	Report Effective February 6, 2010
Report Printing	<ul style="list-style-type: none"> A Print button is available in the initial view of the report. 	<ul style="list-style-type: none"> Reports are printed using the print function for the individual report format (e.g. HTML, PDF, MS Excel, or MS PPT) selected <i>PDF is the preferred method for printing</i>
Downloading Reports	<ul style="list-style-type: none"> Downloading performed after report is run 	<ul style="list-style-type: none"> Report output format is selected before running a report and the user is prompted to download file
Searching Reports	<ul style="list-style-type: none"> Search a report by selecting the Search button from the Navigation Bar and enter the search criteria Reports have drill down capabilities in the Table of Contents which can be used to narrow down information in reports 	<ul style="list-style-type: none"> Searches are performed using the Navigation Bar for HTML reports or the search feature for the individual report format <i>PDF is the preferred method for searching a report</i> Drill down capabilities in the Table of Contents are temporarily unavailable but will be enabled in the upcoming months
MS Excel Reports	<ul style="list-style-type: none"> Reports downloaded to MS Excel have blank columns and cells 	<ul style="list-style-type: none"> Reports downloaded to MS Excel have a more streamlined layout and are easier to navigate <i>Changes to data element locations in the reports may impact those who use the Excel reports for macros and/or uploads to internal systems</i>
Viewing All for Large Reports	<ul style="list-style-type: none"> Select View All from the HTML Navigation Bar 	<ul style="list-style-type: none"> For HTML reports greater than 30 pages, an error message may be received when View All is selected from the Navigation Bar Users can View All by selecting PDF as the report format and selecting the option from the Navigation Bar to scroll through continuously

1.3 What should I do if I have more questions or need more assistance?

The *TGAnet User Manuals* and TGAnet Web Based Training have been updated to provide directions on how to navigate reports in TGAnet. Updated *User Manuals* for all roles have been posted to the TGAnet application and can be downloaded by accessing

the training modules for the appropriate role. The Web Based Training Modules can be accessed directly through the TGAnet Application. See Figure 2.

Figure 2: TGAnet Home Screen, Web Based Training Detail



If further assistance is needed, please contact the FMS OTC Support Center at 1.866.945.7920, Option 1, DSN 510-428-6824, or through email at fms.otcchannel@citi.com.

2. Selecting Report Output Format

The report format has been included in the criteria selection screen. A new dropdown box has been added to most reports where parameters are defined by users.

Figure 3 is a sample of the current “Report Selection Criteria Screen”, which does not provide an option to select the report output format.

Figure 3: Current Report Selection Criteria Screen, Adjustment Activity (FI) Detail

Adjustment Activity (FI) [Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Enter your search criteria and select an agency endpoint hyperlink to initiate the report.

* Adjustment Type: Select...
 Adjustment Reason: Select...
 Voucher Date
 From: mm/dd/yyyy
 To: mm/dd/yyyy
 Original Date of Deposit
 From: mm/dd/yyyy
 To: mm/dd/yyyy
 ALC:
 RTN:
 DDA:
 Adjustment Amount
 From: \$
 To: \$
 Deposit Date
 From: mm/dd/yyyy
 To: mm/dd/yyyy
 CAN:
 CASHLINK II Trace#:

* Denotes required fields.

Figure 4 is a sample of the new “Report Selection Criteria Screen”, which has a dropdown menu for users to select the output format. This dropdown menu will appear on the “Report Selection Criteria Screen” for all TGAnet reports.

Figure 4: New Report Selection Criteria Screen, Adjustment Activity (FI) Detail

Adjustment Activity (FI) [Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Enter your search criteria and select an agency endpoint hyperlink to initiate the report.
 Click [here to review your previously generated report.](#)

* Adjustment Type: All
 Adjustment Reason: All
 Voucher Date
 From: mm/dd/yyyy
 To: mm/dd/yyyy
 Original Date of Deposit
 From: mm/dd/yyyy
 To: mm/dd/yyyy
 ALC:
 RTN:
 DDA:
 Adjustment Amount
 From: \$
 To: \$
 Deposit Date
 From: 10/21/2008
 To: 01/21/2010
 CAN:
 CASHLINK II Trace#:
 Report Format: Select...
 HTML
 PDF
 Excel
 PowerPoint

* Denotes required fields.

Select Report Format from the Dropdown

Each time a report is run, users are prompted to select the report format. The report will then open in the file format selected. The format types are as follows:

- HTML
- PDF
- Excel
- PowerPoint

If no selection is made, the report will automatically default to HTML. For detailed direction on how to run each report, please refer to the *View Reports* section of the *TGAnet User Manual*.

3. Navigating Reports

Although the information or data in the reports has not changed, the look and feel of the report output is slightly different. For example, report and column headings may be in slightly different locations in the new reports when compared to the current report. Figure 5 is a sample of the current Deposits by Accounting Code report in HTML format.

Figure 5: Current Layout of Adjustment Activity (FI) – HTML Format

Adjustment Activity (FI)									
Generated: 01/21/2010 3:47:33 PM ET									
Selected Adjustment Type: ALL									
Selected Voucher Date Range: 01/01/2009 - 01/01/2010									
Selected Organization Endpoint: All									
Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL II Trace #	Original Deposit #	Voucher Amount
RTN: 011111111									
DDA #: 45684565									
0008941	Debit	08/20/2009	00004603	08/20/2009	08/20/2009	001042		136602	(\$20.00)
Treasury General Account Deposit Reporting Network									
								Page 1 of 26	

*The report data is from a test environment and is not reflective of real deposit activity

Figure 6 is an example of what the Deposits by Accounting Code report will now look

like when run in the default format, HTML

Figure 6: New Layout of Adjustment Activity FI Report Detail – HTML Format

Adjustment Activity (FI)

Generated: 01/21/2010 4:22:54 PM ET
Selected Adjustment Type: ALL
Selected Adjustment Reason: ALL
Selected Organization Endpoint: All
Selected Deposit Date Range: 10/21/2008 - 01/21/2010

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL II Trace #	Original Deposit #	Voucher Amount
RTN: 011111111 DDA #: 45684565									
0008941	Debit	08/20/2009	00004603	08/20/2009	08/20/2009	001042		139602	(\$20.00)
RTN: 021213216 DDA #: 5321654									
0005443	Returned Item	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131317	(\$25.00)
0005443	Returned Item	11/25/2008	00002032	11/25/2008	11/25/2008	002188		131317	(\$25.00)
0005444	Debit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	(\$75.00)
0005444	Debit	11/25/2008	00002032	11/25/2008	11/25/2008	002188		131318	(\$75.00)
0005445	Debit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	(\$100.00)
0005445	Debit	11/25/2008	00002032	11/25/2008	11/25/2008	002188		131318	(\$100.00)
0005521	Returned Item	01/20/2009	00002032	01/20/2009	01/20/2009	002188	O0000035		(\$10.00)
0005521	Returned Item	01/20/2009	00002032	01/20/2009	01/20/2009	002188			(\$10.00)
0005522	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	O0000035	131446	(\$60.00)
0005522	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	002188		131446	(\$60.00)
0005523	Returned Item	01/20/2009	00002032	01/20/2009	01/20/2009	002188	O0000035	131447	(\$1.11)
0005523	Returned Item	01/20/2009	00002032	01/20/2009	01/20/2009	002188		131447	(\$1.11)
0005524	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	O0000035	131448	(\$5.50)
0005524	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	002188		131448	(\$5.50)
0005525	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	005793	O0000037	131448	(\$0.10)
0005525	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	005793		131448	(\$0.10)
0005510	Debit	04/06/2009	00002032	04/06/2009	04/06/2009	002188		131787	(\$10.00)
0131318	Credit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	\$45.00
0131318	Credit	11/25/2008	00002032	11/25/2008	11/25/2008	002188		131318	\$45.00
0131445	Credit	01/20/2009	00002032	01/20/2009	01/20/2009	005793	O0000037	131446	\$40.00
0131445	Credit	01/20/2009	00002032	01/20/2009	01/20/2009	005793		131446	\$40.00
0131448	Credit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	O0000035	131448	\$45.50
0131448	Credit	01/20/2009	00002032	01/20/2009	01/20/2009	002188		131448	\$45.50
RTN: 021345786 DDA #: 234578611									

*The report data is from a test environment and is not reflective of real deposit activity

The example above is an illustration of just one report. All reports under the “View Reports” menu have undergone similar modifications.

3.1 Navigation Bar for HTML Reports

Currently, the Navigation Bar was located at the top of the Report Output browser for HTML reports, as seen in Figure 7.

Figure 7: Current Report Browser and Navigation Bar

TOC First Prev Next Last Goto Page 1 of 250+ 100% Cancel Search Download Print

Adjustment Activity (FI)

Generated: 01/21/2010 04:04:33 PM EST
Selected Adjustment Type: ALL
Selected Deposit Date Range: 10/21/2008 - 01/21/2010

RTN:
DDA #:

Voucher# Adjustment Type Voucher Date ALC Deposit Date Created Date CAN CL II Trace # Original Deposit # Voucher Amount

Now, the Navigation Bar is located at the Bottom of the Report Output Browser, as seen in Figure 8.

Figure 8: New Navigation Bar, Adjustment Activity by FI Report

Adjustment Activity (FI)

Generated: 01/21/2010 4:22:54 PM ET
Selected Adjustment Type: ALL
Selected Adjustment Reason: ALL
Selected Organization Endpoint: All
Selected Deposit Date Range: 10/21/2008 - 01/21/2010

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL IL Trace #	Original Deposit #	Voucher Amount
RTN: 011111111 DCA #: 45684565									
0008941	Debit	08/20/2009	00004603	08/20/2009	08/20/2009	001042		139602	(\$20.00)
RTN: 021213216 DCA #: 5321654									
0005443	Returned Item	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131317	(\$25.00)
0005443	Returned Item	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131317	(\$25.00)
0005444	Debit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	(\$75.00)
0005444	Debit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	(\$75.00)
0005445	Debit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	(\$100.00)
0005445	Debit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	(\$100.00)
0005521	Returned Item	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131446	(\$10.00)
0005521	Returned Item	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131446	(\$10.00)
0005522	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131446	(\$50.00)
0005522	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131446	(\$50.00)
0005523	Returned Item	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131447	(\$1.11)
0005523	Returned Item	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131447	(\$1.11)
0005524	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131448	(\$5.50)
0005524	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131448	(\$5.50)
0005525	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	005793	00000037	131448	(\$0.10)
0005525	Debit	01/20/2009	00002032	01/20/2009	01/20/2009	005793	00000037	131448	(\$0.10)
0131318	Credit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	\$45.00
0131318	Credit	11/25/2008	00002032	11/25/2008	11/25/2008	002188	L0095037	131318	\$45.00
0131446	Credit	01/20/2009	00002032	01/20/2009	01/20/2009	005793	00000037	131446	\$40.00
0131446	Credit	01/20/2009	00002032	01/20/2009	01/20/2009	005793	00000037	131446	\$40.00
0131448	Credit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131448	\$45.50
0131448	Credit	01/20/2009	00002032	01/20/2009	01/20/2009	002188	00000035	131448	\$45.50
RTN: 021345786 DCA #: 5321654									

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New Navigation Bar Location

*The report data is from a test environment and is not reflective of real deposit activity

In addition to repositioning the Navigation Bar, the buttons on the Navigation Bar have changed. Figure 9 provides a picture of the new Navigation Bar.

Figure 9: Navigation Bar Detail

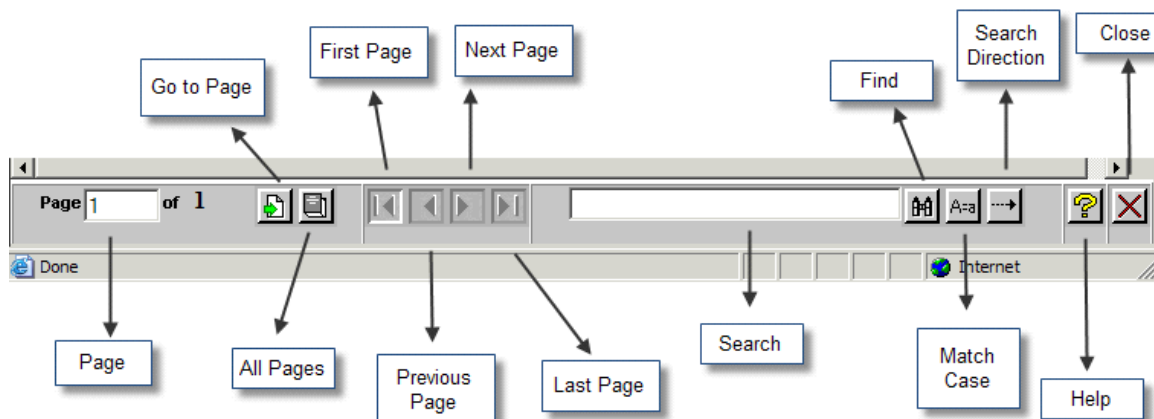


Figure 10 is a description of the each button on the new Navigation Bar and its functionality.

Figure 10: Navigation Bar Button Summary Table

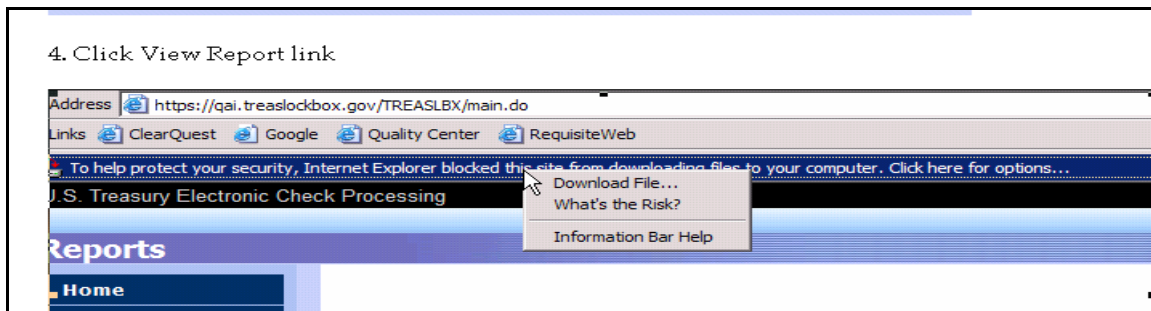
Button	Functionality
Page	Type the page number of the page to view in the Page field and press ENTER or click the Go to Page button
Go to Page	Click the Go to Page button to view the page number entered in the Page field
All Pages	Click to display all pages of the report. Click BACKSPACE to return to the on demand page viewer.
First Page	Click to display all pages of the report. Click BACKSPACE to return to the on demand page viewer
Previous Page	Click to view the previous page of the report
Next Page	Click to view the next page of the report
Last Page	Click to view the last page of the report
Search Field	Type search criteria and press ENTER or click the Find button
Find	Click the find button to view the results of the search criteria entered into the Search Field. Search results will be underlined
Match Case	Click to make search criteria entered into Search Field case sensitive
Search Direction	Click to make Search Direction forward or backward. This will organize data in chronological or reverse chronological order
Help	Click to activate Help feature in Web browser.
Close	Click to close report and return to the Select Report page.

3.2 Internet Explorer Settings

It is recommended that TGAnet users access the system using ***Internet Explorer 7*** or above. However, when using ***Internet Explorer 7***, a user repeatedly receives a security message when downloading files, then preferences may need to be adjusted. For example, some users, depending on their browser's current configuration, may receive a

prompt in the **Internet Explorer** Security Bar when downloading a report. This is similar to a Pop-up blocker bar that has a download option. See Figure 11, for an example.

Figure 11: Internet Explorer Configuration



To prevent this from happening each time a report is run, it is suggested that the following modifications are made to the **Internet Explorer** browser.

Step 1: Select **Tools>Internet Options**

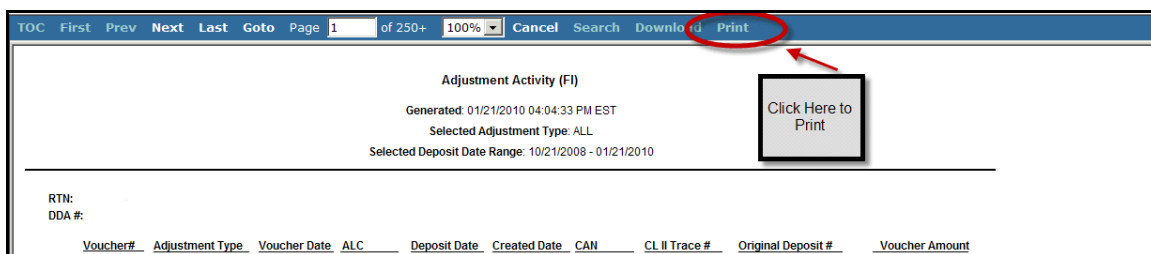
Step 2: Click the **Security tab**, and then click **Custom Level**

Step 3: Navigate to **Downloads>Automatic prompting for file downloads** and select the **Enable** radio button

3.3 Report Printing

Currently, there is an icon in the Navigation Bar for report printing, as seen in Figure 12.

Figure 12: Current Navigation Bar and Print Icon



With the change, reports will print from the output format (i.e. HTML, PDF, Excel, PowerPoint) where the report is shown. While reports can be printed from any of the output formats, the PDF format is recommended as it provides the cleanest layout for printing. To download a report for printing as a PDF, please follow the steps below:

Step 1: In TGAnet, select **Management>View Reports**

Step 2: Select the report

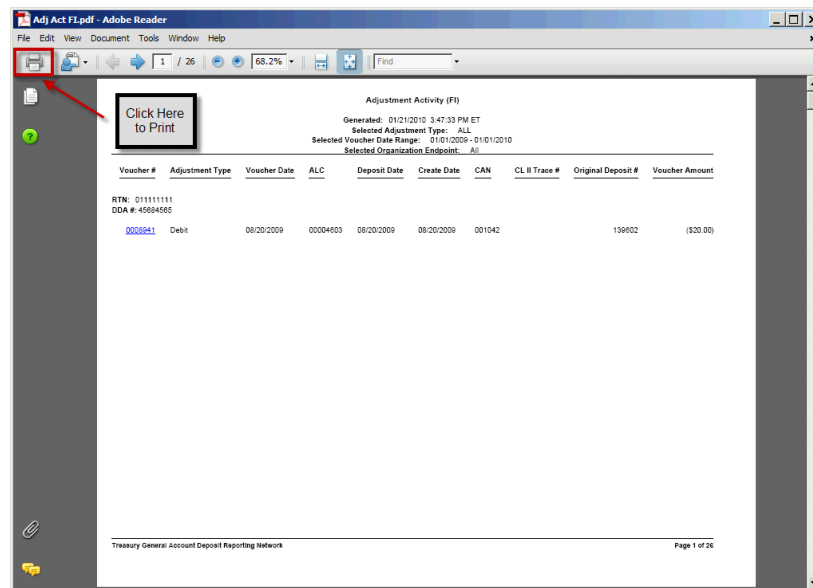
Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **“PDF”**. If no selection is made the report will default to the HTML Format

Step 5: Click the **Organization Endpoint** to view the report

Step 6: Click the **Print Icon** on the PDF Navigation Bar and follow the prompts for printing, see Figure 13

Figure 13: Screenshot for Printing a PDF report from TGAnet



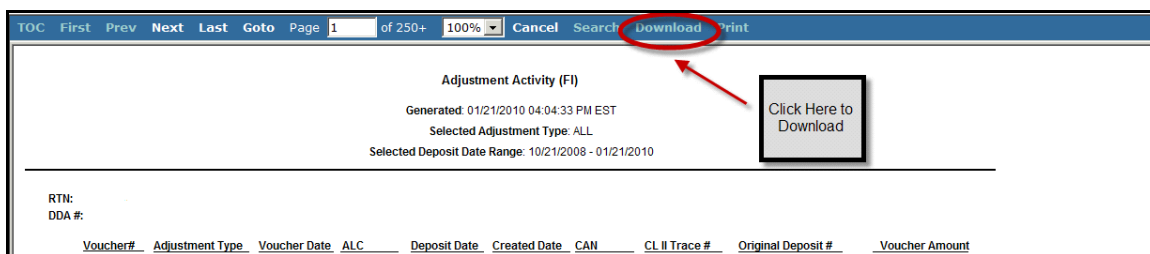
**The report data is from a test environment and is not reflective of real deposit activity*

Step 7: Close the window to navigate back to the TGAnet application

3.4 Downloading Reports

Downloading reports has changed slightly with the new reports. Currently, there is an icon in the Navigation Bar for report downloading, as seen in Figure 14.

Figure 14: Current Navigation Bar and Download Icon



With the change, the report output format is selected before running a report and user is prompted to download file before the report is displayed. The section below provides step by step directions to help navigate this change.

To download a report into Excel, please follow the steps below:

Step 1: In TGAnet, click **Management**, > **View Reports**

Step 2: Select the report

Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **“Excel”**, see Figure 15

Figure 15: Adjustment Activity (FI) Parameters Page

Adjustment Activity (FI)
[Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Enter your search criteria and select an agency endpoint hyperlink to initiate the report.
Click [here to review your previously generated report](#).

* Adjustment Type:
Adjustment Reason:
Voucher Date

All
All

From:
To:

mm/dd/yyyy
mm/dd/yyyy

Original Date of Deposit

From:
To:

mm/dd/yyyy
mm/dd/yyyy

ALC:
RTN:
DDA:

Adjustment Amount

From: \$
To: \$

Deposit Date

From:
To:

10/21/2008
01/21/2010

CAN:
CASHLINK II Trace#:
Report Format:

HTML

* Denotes required fields.

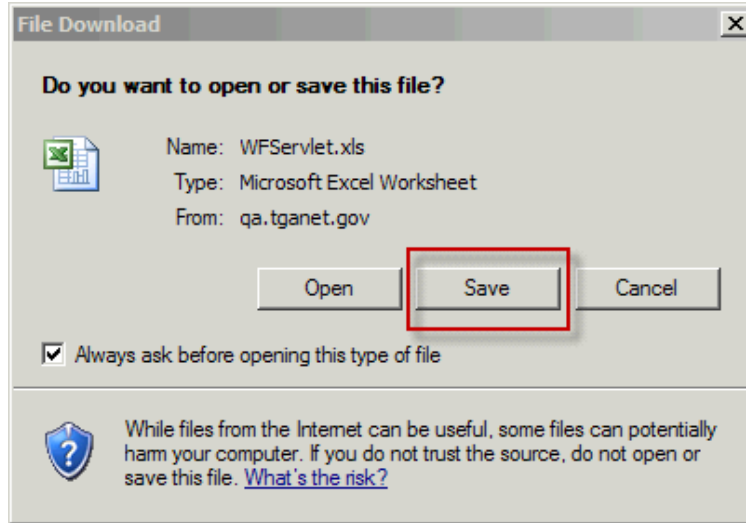
Select...
HTML
PDF
Excel
PowerPoint

Select Report Format from the Dropdown

Step 5: Click the **Organization Endpoint** to view the report or click **Cancel** to return to the TGAnet Home Page

Step 6: A new window will open asking to open or save this file. Click **Save**, see Figure 16.

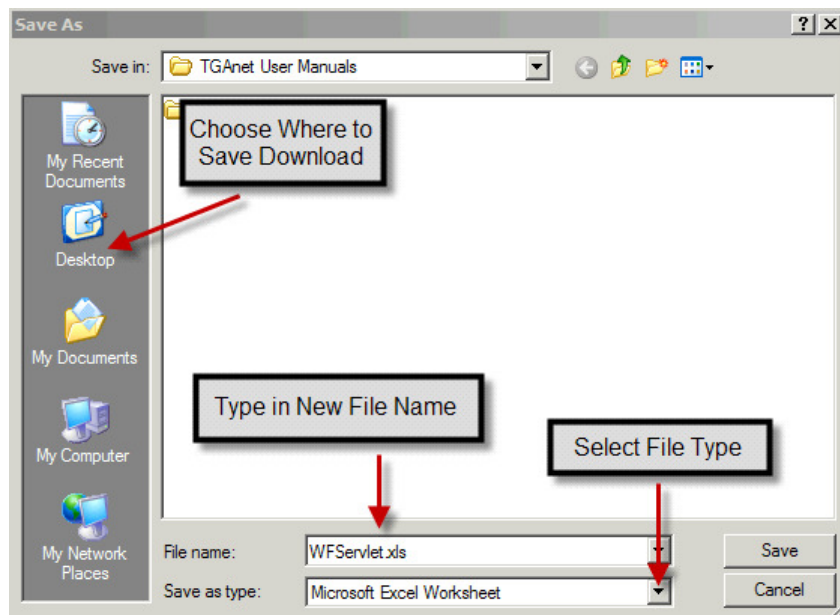
Figure 16: File Download Detail



Step 7: Choose where to save the document from the **Save As** window that appears. See Figure 17

Step 8: In **File Name**, type the new name of the file. Please note: If the file name is not updated, then it may overwrite an older version of the document. See Figure 17

Figure 17: Download Save As Detail



Step 9: Select the **Save as type**. For Excel, the default file extension is .xls. See Figure 17

Step 10: Click **Save**. If a **Download Complete** window appears. Click **Close**

Note: The process for downloading information from the Search Deposit or Search Adjustment functions will remain the same and the output format of the .xml or .csv file has not changed.

3.5 Searching Reports

While searching can be performed in any report format (i.e. HTML, PDF, Excel, Powerpoint) utilizing the search function for the individual format, the recommended format for searching a report is PDF. The PDF format is the closest to the current search function. Below provides instructions on how to search a report in the PDF format.

Step 1: In TGAnet, click **Management > View Reports**

Step 2: Select the report

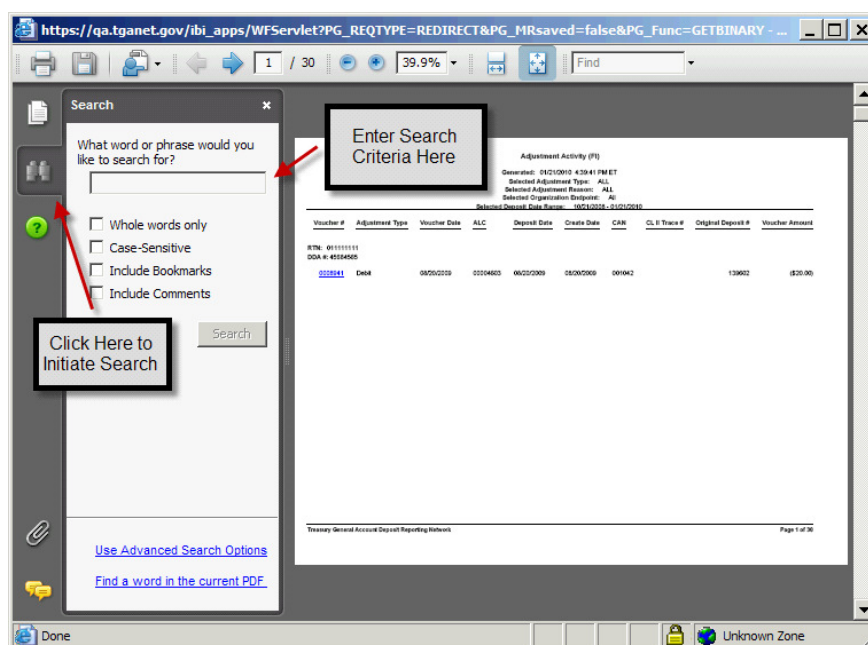
Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **“PDF”**. If no selection is made the report will default to the HTML Format

Step 5: Click the **Organization Endpoint** to view the report

Step 6: When the report appears, click the **Search Icon**, on the left hand side of the screen, to initiate a search. See Figure 18

Figure 18: Screenshot of Search Reports Screen



*The report data is from a test environment and is not reflective of real deposit activity

Step 7: On the left hand side of the screen, enter the search criteria to find the desired information and click **Search**. See Figure 18 above

For more information on searching reports, go to the View Reports lesson within *TGAnet Web-Based Training Modules*.

Note: In the current reports some users use the drill down capabilities in the **Table of Contents** to narrow down information in reports. In the new reports, the drill down capabilities in the **Table of Contents** are temporarily unavailable but will be enabled in the upcoming months.

4. MS Excel Reports

The layout of the MS Excel version of the reports has changed and is now more user-friendly because blank cells and columns have been removed making it easier to read. However, this may impact those who use the MS Excel reports for macros and/or uploads to internal systems. Be sure to review the new MS Excel layout for each report to determine if any internal macros and/or uploads need to be modified. Figure 19 shows a comparison of the before and after MS Excel output for one of the TGAnet reports.

Figure 19: Comparison of Current and New Excel Output

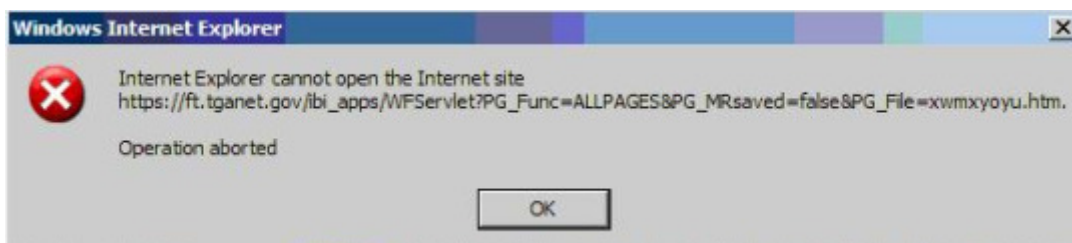
Adjustment Activity (FI)															Adjustment Activity (FI)														
Generated: 01/21/2010 04:43:51 PM EST															Generated: 01/21/2010 4:43:02 PM ET														
Selected Adjustment Type: ALL															Selected Adjustment Type: ALL														
Selected Organization Endpoint:															Selected Adjustment Reason: ALL														
Selected Deposit Date Range: 10/21/2008 - 01/21/2010															Selected Organization Endpoint: All														
															Selected Deposit Date Range: 10/21/2008 - 01/21/2010														
RTN: 0111111111															RTN: 0111111111														
DDA #: 45684565															DDA #: 45684565														
Voucher # Adjustment Type Voucher Date ALC Deposit Date Create Date CAN CL II Trace # Original D															Voucher # Adjustment Type Voucher Date ALC Deposit Date Create Date CAN CL II Trace # Original D														
0008941 Debit 08/20/2009 00004603 08/20/2009 08/20/2009 001042															0008941 Debit 08/20/2009 00004603 08/20/2009 08/20/2009 001042														
RTN: 021213216															RTN: 021213216														
DDA #: 5321654															DDA #: 5321654														
Voucher # Adjustment Type Voucher Date ALC Deposit Date Create Date CAN CL II Trace # Original D															Voucher # Adjustment Type Voucher Date ALC Deposit Date Create Date CAN CL II Trace # Original D														
0006443 Returned Item 11/25/2008 00002032 11/25/2008 11/25/2008 002188 L0095037															0006443 Returned Item 11/25/2008 00002032 11/25/2008 11/25/2008 002188 L0095037														
0006444 Debit 11/25/2008 00002032 11/25/2008 11/25/2008 002188 L0095037															0006444 Debit 11/25/2008 00002032 11/25/2008 11/25/2008 002188 L0095037														
0006445 Debit 11/25/2008 00002032 11/25/2008 11/25/2008 002188 L0095037															0006445 Debit 11/25/2008 00002032 11/25/2008 11/25/2008 002188 L0095037														
0006521 Returned Item 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000035															0006521 Returned Item 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000035														
0006522 Debit 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000035															0006522 Debit 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000035														
0006523 Returned Item 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000035															0006523 Returned Item 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000035														
0006524 Debit 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000035															0006524 Debit 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000035														
0006525 Debit 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000037															0006525 Debit 01/20/2009 00002032 01/20/2009 01/20/2009 002188 O0000037														
0006610 Debit 04/06/2009 00002032 04/06/2009 04/06/2009 002188															0006610 Debit 04/06/2009 00002032 04/06/2009 04/06/2009 002188														
0131318 Credit 11/25/2008 00002032 11/25/2008 11/25/2008 002188 L0095037															0131318 Credit 11/25/2008 00002032 11/25/2008 11/25/2008 002188 L0095037														
0131318 Credit 11/25/2008 00002032 11/25/2008 11/25/2008 002188															0131318 Credit 11/25/2008 00002032 11/25/2008 11/25/2008 002188														
0131446 Credit 01/20/2009 00002032 01/20/2009 01/20/2009 005793 O0000037															0131446 Credit 01/20/2009 00002032 01/20/2009 01/20/2009 005793 O0000037														

*The report data is from a test environment and is not reflective of real deposit activity

5. Viewing All for Large Reports

For HTML reports greater than 30 pages, an error message may be received when **View All** is selected from the Navigation Bar. See Figure 20.

Figure 20: Large Report Error Message



Users can still View All by selecting PDF as the report format and selecting the option from the Navigation Bar to scroll through continuously. Below provides instructions on how to View All information continuously in a large report.

Step 1: In TGAnet, click **Management > View Reports**

Step 2: Select the report

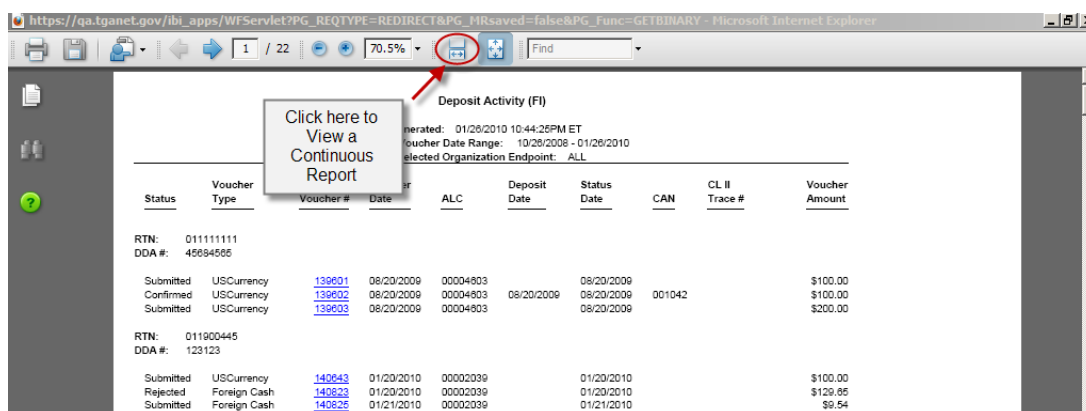
Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **PDF**. If no selection is made the report will default to the HTML Format

Step 5: Click the **Organization Endpoint** to view the report

Step 6: When the report appears, click **View Continuous Report**, on the PDF Navigation Bar. This will allow the user to scroll through the entire report. See Figure 21

Figure 21: Screenshot of how to a View Continuous Report in PDF



**The report data is from a test environment and is not reflective of real deposit activity*